

**Aubrey Kagan**

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**From:** Element K tips [tips@offers.elementkjournals.com]  
**Sent:** April 19, 2004 5:29 PM  
**To:** akagan@emphatec.com  
**Subject:** IME Tip: Printing a selected range without setting a print area (Excel 97/2000/2002)

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\*\*\*\*\* THE TIP \*\*\*\*\*

Printing a selected range without setting a print area (Excel 97/2000/2002)

By default, Excel is configured to print the active worksheet in its entirety. This may often be fine for your needs. However, there may be times when you want to print just a particular range on a sheet. If you're going to print the same range repeatedly, you'll typically set the worksheet's print area, but if you're just printing to meet a one-time need, there's an easier way than going to that trouble. Instead of setting a print area, select

the range that you want to print. Then, choose File | Print from the menu bar. When the Print dialog box appears, choose the Selection option in the Print What panel. Finally, click Preview to view the output onscreen or OK to print it. A nice aspect to using this option is that it overrides a set print area without requiring that you clear it if one exists for the worksheet with which you're working.

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